

## **MEMORANDUM**

**TO:** Mary Ann Borgeson, Chair, Douglas County Commissioner  
Clare Duda, Vice-Chair, Douglas County Commissioner  
Mike Boyle, Douglas County commissioner  
Marc Kraft, Douglas County commissioner  
PJ Morgan, Douglas County Commissioner  
Chris Rodgers, Douglas County Commissioner  
Pam Tusa, Douglas County Commissioner

**CC:** Thomas Cavanaugh, Douglas County Clerk/Comptroller  
Kathleen Hall, Chief Deputy Douglas County Clerk/Comptroller  
Jerry Prazan, Finance Administrator Douglas County Clerk/Comptroller  
Roger Morrissey, County Assessor  
Mike Goodwillie, County Assessor Chief Office Deputy  
T. Paul Tomoser, Audit Committee Chair  
Jack Armitage  
Ron Bucher  
Joni J. Davis  
Kathleen Kelley, Chief Administrative Officer  
Joe Lorenz, Director of Budget and Finance  
Patrick Bloomingdale, Deputy County Administrator  
Fred Weber, Hayes & Associates

**FROM:** Mike Dwornicki, Internal Audit Director

**DATE:** July 7, 2011

**SUBJECT:** Certified Assessment/Tax Corrections

---

### **Background**

As part of the fiscal year audit plan, Douglas County Internal Audit performs internal control testing for the Douglas County external audit firm, Hayes and Associates, LLC. The external auditor uses the test data provided by Internal Audit to formulate a professional opinion about the County's year-end financial statements. Below are the details related to tests of the controls for processing real and personal property assessment and tax changes.

### **Objectives**

The objectives of the audit were to determine that:

- Changes to assessed property values or taxes are properly authorized by the County Board.
- Certified Assessment/Tax Corrections are properly approved by the Assessor.
- Revenues and receivables for property taxes pertain to the appropriate entity, and are recorded in the proper period, for the correct amount, and in the correct fund.

### **Scope and Methodology**

The audit included a review of twenty-five randomly chosen Certified Assessment/Tax Corrections generated through the Assessor's office from July 1, 2010 through June 3, 2011. The sample included thirteen real and twelve personal property corrections. The corrections were reviewed to see that the County Board approved the changes through board resolutions and that the Assessor's office had approved the corrections. The corrections were traced to the Treasurer's system to see that the appropriate value was properly posted and that payments made agreed to the corrected tax amounts.

### **Findings**

There were no issues identified.

### **Audit Standards**

Internal Audit conducted this audit in accordance with generally accepted government auditing standards. Those standards require that the audit is planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for the findings and conclusions based on the audit objectives. Internal Audit believes that the evidence obtained provides a reasonable basis for its findings and conclusions based on the audit objectives.

\*\*\*\*\*

Internal Audit has reviewed this information with the County Assessor Chief Office Deputy. Internal Audit appreciates the excellent cooperation provided by management and staff. If you have any questions or wish to discuss the information presented in this report, please contact Mike Dwornicki at (402) 444-4327.